



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
ARLINGTON VA 22245-5200

SPAWARINST 4210.1
SPAWAR 09R

13 May 1996

SPAWAR INSTRUCTION 4210.1

From: Commander, Space and Naval Warfare Systems Command

Subj: SLATING BOARD FOR SPAWAR ACQUISITION PROFESSIONAL MAJOR
ASSIGNMENT POSITIONS

Ref: (a) SECNAVINST 5300.36

Encl: (1) Slating Process
(2) Sample Advertisement of Billets w/3 attachments
(3) Sample Slating Board Precepts w/3 attachments
(4) Sample Signature Page

1. Purpose. To provide guidance and assign responsibilities for the slating of the best qualified candidates for acquisition professional (AP) major assignment positions within the Space and Naval Warfare Systems Command (SPAWAR).

2. Background. The selection and assignment of the best qualified candidates, military and civilian, to senior critical acquisition positions and major shore commands are basic to the successful accomplishment of the SPAWAR mission. Reference (a) provides policy and procedures for designation/certification, assignment, and tenure of acquisition professionals within the acquisition work force. These policies and procedures must be strictly adhered to. Enclosure (1) provides a suggested timeline for the slating process. Enclosure (2) includes a sample application to be submitted by both military and civilian personnel. Military applicants must include a current biography. Civilian applicants must include a letter of recommendation from their supervisor for the acquisition position. Enclosure (3) provides a basic outline for the subject board precepts and includes supplemental guidance on minorities and women in the Navy. Enclosure (4) provides a sample signature page assuring confidentiality of board proceedings.

3. Action. The SPAWAR Reserve Program Coordinator (SPAWAR 09R) shall be the overall coordinator for the SPAWAR slating process and will be assigned as the senior recorder. SPAWAR 09R shall:

a. Schedule the annual SPAWAR Slating Board for the month of June.

b. Draft a letter from COMSPAWAR soliciting Flag/General and Senior Executive Service (SES) slating board membership.

(1) The board should include:

(a) Representatives from SPAWAR; NAVSEA; NAVAIR; each Warfare community; and the two engineering communities.

(b) A minimum of seven members of which one should be a civilian.

(2) Unanticipated vacancies shall be slated by reconvening the board as necessary.

(3) If during the year the board is required to reconvene, unavailable board members may be substituted on a case by case basis.

c. Request assistance as required from the engineering duty officer community manager, PERS 445 (SEA 00P), who is ADDU to COMSPAWAR.

d. Identify slating requirements for the 18-month period following the month the board was held. Recommend adjustment of rotation dates when necessitated by milestone timing.

e. Advertise billet vacancies and solicit applications via letter to all SYSCOMs, the AEDO and EDO community managers/detailers, all URL detailers, DACM, and HRC.

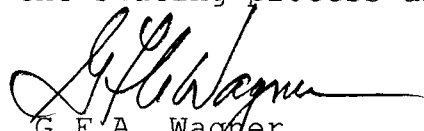
f. Review the qualifications of all applicants per reference (a) to ensure applicants are eligible for positions prior to convening the board.

g. Ensure board spaces are reserved, assistant recorders and projectionists are assigned and trained, and all applicable official records will be available for board member review.

h. Following board adjournment, prepare a briefing of the board results for COMSPAWAR, following board adjournment.

i. Prepare a COMSPAWAR brief for the Acquisition Workforce Oversight Council (AWOC) as necessary.

4. The selection and assignment of the very best qualified personnel available to senior acquisition and command positions are vital to the accomplishment of the SPAWAR mission. Full compliance with and support of the slating process are essential.

A handwritten signature in black ink, appearing to read 'G.F.A. Wagner', with a long horizontal flourish extending to the right.

G.F.A. Wagner
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List 2

Stocked:
Room 113 (SPAWAR Directives and Forms)

Slating Process

<u>Action</u>	<u>Recommended</u>
Establish Slating Board Date (June)/Schedule Board Spaces	01 January
Letter Soliciting Board Membership	15 January
Notify PERS 445 (SEA 00P)	15 January
Identify Slating Requirements	01 February
Letter Advertising Requirements	15 February
Screen Applications	As Received
Precepts Signed	01 May
Order Records	01 May
Train Assistant Recorders/Projectionists	01 May
Review Records	10 May
Brief Board Chairman	15 May
Conduct Slating Board	As Scheduled
Conduct Outcall	Adjourn Date plus one
Prepare AWOC Brief	Adjourn Date plus two
Notify Detailers	Upon Slate Approval

SPAWARINST 4210.1

5300

Ser 09R/129

From: Commander, Space and Naval Warfare Systems Command

Subj: SOLICITATION OF CANDIDATES FOR SENIOR CRITICAL ACQUISITION
POSITIONS

Encl: (1) Billet Information Sheets
(2) SECNAVINST 5300.36 Statutory Requirements
(3) Candidate Application

1. Four senior acquisition billets within the Space and Naval Warfare System Command (SPAWAR) are scheduled for slating the week of 17 June 1996 for Fiscal Year 1996/97 assignment. The purpose of this letter is to solicit candidates for review by the SPAWAR Slating Board. Both military and civilian candidates are eligible and will be considered for these billets. Civilian applicants must be at the GS-15 level and military applicants must be at the O-6 level. Enclosure (1) provides billet information. Enclosure (2) lists statutory requirements for certain senior critical acquisition positions per SECNAVINST 5300.36. Enclosure (3) is intended for use by both military and civilian applicants and must be received by SPAWAR 09R no later than 15 April 1996.

2. Interested personnel may contact the Reserve Program Coordinator, SPAWAR 09R, at (703) 602-1670 or DSN 332-1670 (FAX 602-5577) for more information.

Distribution:
See page 2

Enclosure (2)

SPAWARINST 4210.1

Distribution:

NAVSEA (SEA00, SEA92)

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DRPM (SSP)

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AED Detailer

Surface Detailer

Aviation Detailer

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DACM

HRC-NSSC

MAJOR ASSIGNMENT
BILLET INFORMATION SHEET

DATE: 22 SEP 95

ACQUISITION COMMAND: SPAWARSYSCOM
BILLET ORG CODE: PD 17 UIC: 42200
BILLET TITLE: MAJ PJ MGR SEL/PROJ MGR BSC: 53010
SUBMARINE COMM PROGRAM BIN: 0080361

INCUMBENT:

NAME: CAPT DENNIS G. MURPHY
DESIG/GRADE: 1120G PRD: 9607
REPORTED: 920626

BILLET:

DESIG/GRADE: 1120G SUBSPEC REQ: 0066P

EDUCATION: A masters degree in communications systems or
electrical engineering

RESPONSIBILITIES:

PERSONNEL: 5 MILITARY 19 CIVILIANS

BUDGET: \$87-120M

MISSION: Performs acquisition management for assigned
submarine communications systems and equipment which includes
execution, planning, direction, and control of these programs.
There are currently active 1 ACAT II, 7 ACAT III, 3 ACAT IV, AND
2 NON-ACAT programs within the Program Office. PMW 173 also
provides acquisition and engineering support to related submarine
shipbuilding programs in other Systems Commands and PEOs.

NEXT MAJOR MILESTONE:

- II: Milestone is for the development of the Rapid Prototype
of the Submarine High Data Rate System (ACAT III)
- III: Milestone is for the Production of the Submarine
Baseband Switch system (ACAT IV)

Attachment (1) of
Enclosure (2)

Statutory Requirements for ACAT I/II
Program Manager/Deputy Program Manager Positions

5. Acquisition Category (ACAT) I PM Positions (includes DRPM positions).

a. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course.

b. Eight years of acquisition experience of which two were in a systems program office or similar organization.

6. ACAT I DPM Positions (includes Deputy Direct Reporting Program Managers (DDRPM)).

a. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course.

b. Six years of acquisition experience of which two were in a systems program office or similar organization.

7. ACAT II PM Positions

a. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course.

b. Six years of acquisition experience.

8. ACAT II DPM Positions

a. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course.

b. Four years of acquisition experience.

9. Effective 1 October 1996, all persons assigned to these positions must attend the Executive Program Management Course prior to assuming the position.

APPLICATION FOR
SENIOR CRITICAL ACQUISITION POSITIONS

Name: _____ Rank/Desig/Series/Grade: _____

SSN: _____

Current
Position/Billet: _____

Current Organization and Code: _____

Other Series/Grade Held (if any): _____

Date of Assignment to Current Position (Yr/Mo): _____

Position(s) for which you are applying: _____

DAWIA Requirements

APC Member Yes _____ No _____

Primary Career Field: _____

Certification Level (I, II, or III): _____

Date of Certification (Mo/Yr): _____

Secondary Career Field (if any): _____

Certification Level (I, II, or III): _____

Date of Certification (Mo/Yr): _____

PMC Completed Yes _____ (Mo/Yr Completed) _____ No _____

APMC Completed Yes _____ (Mo/Yr Completed) _____ No _____

EPMC Completed Yes _____ (Mo/Yr Completed) _____ No _____

Total Number of Years of Acquisition Experience: _____

Total Number of Years of Program Office Experience: _____

Total Number of Years in a Critical Acquisition Position: _____

Education and Training Qualifications

College Degree(s):

<u>Name of</u> <u>College/University</u>	<u>Major</u>	<u>Degree</u>	<u>Year of</u> <u>Graduation</u>
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DAWIA/Acquisition Related Training:

<u>Course Title</u>	<u>Institution/Organization</u> <u>Providing Training</u>	<u>Length</u> <u>of Training</u>	<u>Year Training</u> <u>Completed</u>
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Other Training (leadership, supervisory, technical, etc.):

<u>Course Title</u>	<u>Institution/Organization</u> <u>Providing Training</u>	<u>Length</u> <u>of Training</u>	<u>Year Training</u> <u>Completed</u>
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Recognition and Awards (if applicable):

Name of Award

Year Received

(Civilians)

Performance Rating (for past 10 years):

(Please include copies of rating forms with supervisor's
comments, performance elements, and associated verbiage)

Rating

Supervisor/Rating Official & Title

Year

Promotion History: (Civilian)

From (Series/Grade)

To (Series/Grade)

Date (Mo/Yr)

Employment/Assignment History: (Provide for each position held)

<u>Date</u> (Mo/Yr)	<u>Position Title</u> (Series/Grade)
	<u>Organization</u>
	<u>Duties:</u> Concise summary of functions, responsibilities, major achievements, significant experience (show technical, leadership, and managerial aspects including fleet/customer interaction as appropriate)

I understand that a tenure agreement is required for the above critical acquisition position(s) and agree to execute one on or before assignment to the position.

Signature

* Civilian applicants must submit a one page letter of recommendation for position applied for signed by current supervisor.

** Military applicants must submit a current biography.

31 August 1995

MEMORANDUM FOR CHAIRMAN, SPAWAR ACQUISITION PROFESSIONAL MAJOR
ASSIGNMENT SLATING BOARD

Subj: CHARTER FOR THE ESTABLISHMENT AND PROCEEDINGS OF THE
SPAWAR ACQUISITION PROFESSIONAL (AP) MAJOR ASSIGNMENT
SLATING BOARD

Ref: (a) SECNAVINST 5300.33

Encl: (1) Board Membership
(2) AP Major Billets
(3) Supplemental Guidance

1. The SPAWAR AP Major Assignment Slating Board, consisting of yourself as senior member and the officers listed in enclosure (1), is ordered to convene at the Bureau of Naval Personnel, 0800, 07 September 1995 as a preparatory adjunct to the assignment process authorized in reference (a).
2. The function of the Board is to recommend Unrestricted Line (URL) Acquisition Professional (AP) officers, Restricted Line AP officers (1444 and 15X4), and civilian AP members for the specific Major Programs and the Major AP Shore Command (officers only) listed in enclosure (2). The names and records of all officers deemed eligible for major assignment by the AP Major Assignment Screening Board will be furnished to the Board by the recorder. The names and records of civilian candidates will be presented by the senior civilian Board member. You shall carefully consider the case of every officer and civilian whose name is furnished, and provide a ranking of recommendees for each billet. Care must be taken to ensure candidates for major programs and commands have been appropriately screened.
3. The Board shall provide recommendations whom the members consider best qualified, considering that all the billets cannot be filled with the one most qualified candidate available. The Board must consider the specific billet requirements to attain an acceptable mix of assignments given the number and qualifications of candidates available. In no case will an unqualified candidate be recommended.
4. In assessing qualifications, you should consider that a balance of skills and experience among our screened AP members is

Enclosure (3)

the key to maintaining our ability to meet mission requirements. Officers slated should have proven their excellence in both operational and material related assignments relating to the billet for which they are being recommended. All candidates should have demonstrated the ability to provide the requisite leadership of large and complex organizations or acquisition programs. They should have the knowledge and experience base in acquisition, engineering, maintenance, and fleet support commensurate to the specific position for which they are being recommended.

5. A report of the Board shall be forwarded in writing to Commander, Space and Naval Warfare Systems Command by the recorder. The report will indicate the ranking of candidates by name, social security number, and designator for each position, with up to four nominees provided for each position. The ranking for each program management position shall include at least one civilian. The report shall certify that the Board has complied with all instructions contained in the charter. Additionally, the report of the Board shall certify that the Board has carefully considered the record of each candidate whose name was furnished to the Board and that, in the opinion of a majority of the members of the Board, the candidates ranked by the Board are fully qualified for the specific position for which they are considered. Except as authorized by the chairman of the Board, no person shall disclose the proceedings of the Board.

6. Enclosure (3) provides the oaths to be administered and supplemental guidance.

G.F.A. Wagner
Rear Admiral, U.S. Navy
Commander

SPAWAR ACQUISITION PROFESSIONAL
MAJOR ASSIGNMENT SLATING PANEL MEMBERSHIP

07 SEPTEMBER 1995

SENIOR MEMBER/CHAIRMAN

RADM Lloyd E. Allen, USN, 462-72-1403/1320

MEMBERS

Dr. Dale G. Uhler, SES-5, 164-34-2392
RADM Lewis A. Felton, USN, 514-42-7515/1440
RADM David P. Sargent Jr., USN, 026-32-1082/1110
RADM(S) Jeffrey A. Cook, USN, 022-34-2672/1504
RADM(S) Larry D. Newsome, USN, 404-66-7662/1310
RADM(S) Ossie V. Combs Jr., USN, 462-84-3488/1440

RECORDER

CAPT Earl A. Perry, USNR, 472-56-7144/1317

ASSISTANT RECORDERS

CAPT Paul E. Roberts, USN, 506-66-0914/1310
LCDR Charles D. Behrle, USN, 042-42-9095/1440
LCDR Thomas J. Schauder, USN, 094-54-9777/1440
LCDR Randy W. Black, USN, 514-56-9355/1510

PROJECTIONISTS

CDR Timothy L. Mathews, USN, 227-66-7004/1310
LCDR Gary D. Pash, USN, 370-74-9670/1110
LCDR Jamie A. Flayharty, USN, 471-54-8174/1460
LCDR Oscar R. Minter, USN, 462-08-2370/3100
LCDR Mark D. Buffkin, USN, 248-29-9031/5100
LT James R. Clautice, USN, 040-58-7850/1310

SPAWARINST 4210.1

5300

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Distribution:
See page 2

Enclosure (2)

SPAWAR ACQUISITION PROFESSIONAL MAJOR BILLET
ASSIGNMENT SLATING PANEL 07 SEPTEMBER 1995

PMW 163 - PROGRAM MANAGER,
NAVAL ELECTRONIC COMBAT SYSTEMS PROGRAM OFFICE

PMW 181 - PROGRAM MANAGER,
FIXED SURVEILLANCE PROGRAM OFFICE

NRaD - COMMANDING OFFICER,
NAVAL COMMAND, CONTROL AND OCEAN SURVEILLANCE CENTER,
RESEARCH DEVELOPEMENT TEST AND EVALUATION DIVISION (NRaD)

SUPPLEMENTAL GUIDANCE

1. The following oath or affirmation shall be administered to the recorder and assistant recorders by the chairman of the panel:

"You, and each of you, do solemnly swear (or affirm) that you will keep a true record of the proceedings of the panel, that you will not divulge the proceedings of this panel except as authorized or required by the chairman of the panel. So help you God."

The following oath or affirmation shall then be administered by the recorder to the members of the panel:

"You, and each of you, do solemnly swear (or affirm) that you will perform your duties as a member of this panel without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval Service, and that you will not divulge the proceedings of this panel except as authorized or required by the chairman of the panel. So help you God."

The following oath or affirmation shall then be administered by the recorder to the projectionists:

"You, and each of you, do solemnly swear (or affirm) that you will not divulge the proceedings of this panel except as authorized or required by the chairman of the panel. So help you God."

2. Due to historic statutory restrictions on the assignment of women in the Navy, the records of female officers before the panel may show a career pattern different from that of their male counterparts. Such pre-existing restriction on duty assignments, which have foreclosed to women opportunities for operational and command assignments available to men, cannot be allowed to prejudice the selection of women. Accordingly, in determining a woman's qualification for slating, duty performed by a woman officer, whose assignability was constrained by law or policy, shall be given weight equal to duty performed by a male officer not so constrained which is equally well performed. In evaluating a female officer, emphasis will be placed on her actual performance in assignments rather than her pattern of assignments as compared to male officers.

3. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, sex, or national origin. Aggressive commitment to equal opportunity is critical.

a. Many minority officers have been assigned involuntarily outside the traditional career development patterns, i.e., recruiting, equal opportunity, and specific billets that require minorities. These assignments, though beneficial to the interests of the Navy, have resulted in those officers having career patterns different from officers who have been able to serve in their primary or warfare specialties. In making your determination of those officers who are best and fully qualified for slating, you must view such assignments as having the same value as assignments within the primary or warfare specialty.

b. The 1988 CNO Study Group Report on Equal Opportunity in the Navy, which is available to you, noted minority officers who prior to entering the Navy, had limited interaction with a predominately majority environment, may take a longer time to adjust and perform to the level of their contemporaries. This may result in initially lower fitness reports at the junior officer level and a higher percentage of "late bloomers" than their majority counterparts. You must consider this when evaluating minority officers' potential and determining which eligible officers are best and fully qualified for slating.

c. Minority officers have historically not been promoted at rates equivalent to those of non-minority officers. In evaluating the records of eligible officers, you should be aware past discrimination may have operated to the disadvantage of minority officers. Such discrimination may have manifested itself in disproportionately lower fitness reports. Equivalent performance by a minority officer and a non-minority officer may not have resulted in equivalent fitness reports. You must consider this when evaluating minority officers' potential and in determining which officers are best and fully qualified for slating.

4. Any panel member who believes that he or she cannot in good conscience perform his or her duties as a member of the panel without prejudice or partiality has a duty to request relief by the chartering authorities from such duty. Such a request will be honored. Any panel member who believes that the integrity of

the panel's proceedings has been adversely affected by improper influence of superior military or civilian authority, misconduct of the panel chairman or a member, or any other reason, has a duty to request relief for his or her obligation from the chartering authorities, and upon receiving it, to report the basis for his or her belief to that authority.

23 October 1995

From: Chairman, SPAWAR Acquisition Professional Major
Assignment Slating Board
To: Commander, Space and Naval Warfare Systems Command
Ref: (a) SPAWAR/NAVAIR memo 1401 Ser AIR8.OP/10475
of 16 Oct 95

1. As directed by reference (a), a slating panel was convened to consider all qualified Acquisition Professional (AP) officer and civilian applicants for Space and Naval Warfare Systems Command (SPAWAR) major program manager positions. The SPAWAR positions considered by the panel are PMW 173, PMW 187, and PMW 184.

2. The panel has complied with all reference (a) instructions and has carefully considered the record of each candidate. All primary recommendees and alternates are fully qualified for positions recommended. Except as authorized by the chairman of the panel, no person shall disclose the proceedings of the panel. In the opinion of the majority of the panel members, the primary recommendee and prioritized alternates are as follows:

PMW 173 Primary:
Alternates:

PMW 187 Primary:
Alternates:

PMW 184 Primary:
Alternates:

SPAWARINST 4210.1

Space and Naval Warfare Systems Command
Major Program Manager Slating Panel
23 October 1995

RADM L.E. Allen Jr.
Chairman

Dr. Dale G. Uhler
Member

RADM John F. Shipway
Member

RADM L.A. Felton
Member

RADM(S) Jeffery A. Cook
Member

RADM(S) O.V. Combs
Member

CAPT E.A. Perry
Recorder